

## Checklist of Payroll Documents

- \_\_\_\_\_ Employment Eligibility Verification (Form I-9)
- \_\_\_\_\_ Declaration of Federal Employment (Form OF-306)
- \_\_\_\_\_ Employee Address Form (Form CD-525)
- \_\_\_\_\_ Statement Relating to Employee Responsibilities and Conduct (Form CD-314)
- \_\_\_\_\_ Questionnaire for Non-Sensitive Positions (Form SF-85), complete unless instructed otherwise.
- \_\_\_\_\_ Uniformed Service Status
- \_\_\_\_\_ Employee's Withholding Allowance Certificate (Form W-4)
- \_\_\_\_\_ Direct Deposit Sign-Up Form (SF 1199A)
- \_\_\_\_\_ Virginia Employee's Withholding Exemption Certificate (Form VA-4), if you reside in Virginia.
- \_\_\_\_\_ Employee's Maryland Withholding Exemption Certificate (Form MW 507), if you reside in Maryland
- \_\_\_\_\_ Employee's Withholding Allowance Certificate (Government of the District of Columbia) (Form D-4), if you reside in the District of Columbia.
- \_\_\_\_\_ Pre-Appointment Certification Statement for Selective Service Registration, if you are a male born after December 31, 1959.
- \_\_\_\_\_ Employees with Foreign Language Capability (Form BC-1267)
- \_\_\_\_\_ Earned Income Credit Advance Payment Certificate (Form W-5)
- \_\_\_\_\_ Race and National Origin Identification Form (SF 181)
- \_\_\_\_\_ Self-Identification of Handicap Form (SF 256)
- \_\_\_\_\_ Welfare to Work (Form 1635)